



United States Department of the Interior

FISH AND WILDLIFE SERVICE  
Washington, D.C. 20240



In Reply Refer To:  
FWS/AWSFR/FAPO

**AUG 8 2011**

Dear Grant/Cooperative Agreement Recipient:

If you have already completed and sent your ASAP. Gov Participation Form or ASAP Waiver Request form you may disregard this letter. If you have not sent your ASAP form, follow the instructions in this letter to enroll in the Automated Standard Application for Payments (ASAP) system.

The Service must move to a new financial system on November 7, 2011. This change also changes how you will be paid by us. You must take the following actions to be able to receive your funds from us after November 7, 2011.

1. Most of you must have a Data Universal Numbering System (DUNS). If you are an individual who is not connected to a business you own or operate you don't need a DUNS number. Dun and Bradstreet issues the DUNS number to federal grant applicants free of charge online at <http://fedgov.dnb.com/webform>. You must complete this step first to continue with the rest of the steps below.
2. As soon as possible either:
  - a. Complete and send the attached ASAP.Gov Participation Form to us. You can also find the form at [www.fws.gov/fbms](http://www.fws.gov/fbms). ASAP is an online payment system. As a recipient organization, you will go on-line to request payment from accounts authorized by us. If you have an existing account with another Federal agency, please indicate your ASAP ID on the form and send the form.
  - OR
  - b. Complete the attached ASAP Waiver Request form if using ASAP would be a hardship for you. Be sure to indicate the applicable reason for requesting a waiver. You can also find the form at [www.fws.gov/fbms](http://www.fws.gov/fbms).

To send your ASAP form to us, you can either:

Fax it to (703) 358-1837, or

Email it to [ASAPEnrollment@fws.gov](mailto:ASAPEnrollment@fws.gov), or

Mail it to Michael Pyatt  
Branch of Financial Assistance Policy and Oversight  
Wildlife and Sport Fish Restoration Program  
U.S. Fish and Wildlife Service  
4401 N Fairfax Drive MS-4020  
Arlington, VA 22203

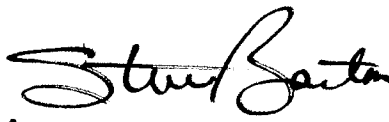
3. By October 31, 2011: you must have an active registration in the Central Contractor Registry (CCR). If you are receiving funds as an individual not operating as a business, you are not required to register in CCR. You can register in CCR or obtain additional CCR information online at <https://www.bpn.gov/ccr/default.aspx>.

When we begin enrolling you in ASAP, ASAP will send you an email telling you to login and complete the enrollment process. Call the phone number on the email to get a temporary password. Complete the ASAP enrollment process as soon as you receive the email. If you do not complete your enrollment in the ASAP System by October 3, 2011, your payments will be delayed. More information about the enrollment process is attached.

Your grant or cooperative agreement numbers will change when we move to the new system. Your grant or cooperative agreement program contact will provide you with your new numbers as soon as they are available.

If you have any questions or concerns, please contact the ASAP Enrollment Help Desk at (703) 358-1890 or email [ASAPEnrollment@fws.gov](mailto:ASAPEnrollment@fws.gov). The helpdesk hours are from 8 a.m. to 5 p.m. Eastern Monday through Friday.

Sincerely,

  
for

Hannibal Bolton  
Assistant Director  
Wildlife and Sport Fish Restoration Program

Enclosed:

*ASAP.GOV Participation Request Form*

*ASAP Waiver Request Form*

*Appendix A: ASAP Recipient Enrollment Process*

## **ASAP.GOV Participation Request**

<p>Please fill in the requested information to initiate the Automated Standard Application for Payments (ASAP) enrollment process. Fields marked with * are required. Failure to provide required data may result in delayed enrollment. <b>If applying for an ASAP Waiver, please only complete the ASAP Waiver Request.</b></p>				
<b>Section 1: Organization Information</b>				
Provide the recipient organization's information.				
Is your organization enrolled in ASAP for another Federal Agency?		Yes	No	
If yes, provide your Organization Recipient ID:				
* Organization Name		* DUNS (Nine Digits)		* TIN / EIN (Nine Digits)
<b>Section 2: Point of Contact Information</b>				
List contact information for the individual responsible for receiving ASAP communications.				
Name:				
	* First Name	Middle Initial	* Last Name	
Title:				
Address:				
	* Mailing Address			
	* City	* State	* Zip Code	
Contact Information:				
	* Email			* Phone Number
<b>Section 3: Organization Type</b>				
* Choose the category that most appropriately describes the recipient organization.				
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="radio"/> Financial Institution         </div> <div style="width: 50%;"> <input type="radio"/> State Agency         </div> <div style="width: 50%;"> <input type="radio"/> For-Profit         </div> <div style="width: 50%;"> <input type="radio"/> University / College         </div> <div style="width: 50%;"> <input type="radio"/> Non-Profit         </div> <div style="width: 50%;"> <input type="radio"/> University / College -State         </div> <div style="width: 50%;"> <input type="radio"/> Local Government         </div> <div style="width: 50%;"> <input type="radio"/> Other Educational Organization         </div> <div style="width: 50%;"> <input type="radio"/> Indian Tribal Organization         </div> </div>				
<b>Section 4: Submission Information</b>				
Submit via Fax:	Fax completed request to <b>(703) 358-1837</b>			
Submit via Email:	Email completed request to <b>ASAPEnrollment@fws.gov</b>			
Submit via Mail:	Mail a hard copy of the completed request to: <b>Michael Pyatt, Branch of Financial Policy and Oversight</b> <b>Wildlife and Sport Fish Restoration, U.S. Fish and Wildlife Service</b> <b>4401 North Fairfax Drive MS-4020</b> <b>Arlington, VA 22203</b>			
For questions, call the <b>FWS ASAP Enrollment Help Desk</b> at <b>(703) 358-1890</b> or visit <a href="http://www.fws.gov/fbms">www.fws.gov/fbms</a> .				

## ASAP Waiver Request

On November 18, 2011, the Department of the Interior (DOI) will require the U.S. Fish and Wildlife Service (FWS) to begin processing all financial assistance payments to recipients using the Automated Standard Application for Payments (ASAP) system. DOI may exempt recipients from using ASAP under the conditions described below. If you believe you / your organization is eligible for a waiver, please mark the applicable condition and complete the information requested.

### Waiver Requests for Hardship

<input type="radio"/> Condition 1	<ul style="list-style-type: none"><li>• The requirement to receive payment via ASAP is automatically waived for all individuals who do not have an account with a financial institution and who are not eligible to open an electronic transfer account (ETA) under Public Law 104-208, until such date as the Secretary of the Treasury determines that the ETA is available.</li><li>• An individual [includes employees and sole proprietors] with or without an account with a financial institution determines that payment through ASAP would impose a hardship due to either a physical or mental disability, or a geographic, language, or literacy barrier, or would impose a financial hardship.</li></ul>
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### Waiver Requests Involving Natural Disasters, Public Safety, or Foreign Payments

<input type="radio"/> Condition 2	Where the payment is to a recipient within an area designated by the President or an authorized agency administrator as a disaster area. This waiver is limited to payments made within 120 days after the disaster is declared.
<input type="radio"/> Condition 3	A response to contingency operations conducted by or in support of the Department of Defense.
<input type="radio"/> Condition 4	Where use of ASAP may pose a threat to national security, the life or physical safety of an individual may be endangered, or a law enforcement action may be compromised.
<input type="radio"/> Condition 5	Where an agency's need to deliver funding is of such unusual and compelling urgency that the public and / or the Government would be seriously injured unless payment is made by a method other than ASAP; or, where there is only one possible Recipient and the public and / or the Government would be seriously injured unless payment is made by a method other than ASAP.

Describe how you / your organization meets the selected condition.


### Recipient Information

Recipient Name:		DUNS (Nine Digits)	
Recipient Address:			

### Point of Contact Information

Name:		Phone:	
Email (if applicable):			

To submit your completed ASAP Waiver Request:

Fax to (703) 358-2160; email to [ASAPEnrollment@fws.gov](mailto:ASAPEnrollment@fws.gov); or mail a hardcopy to:

U.S. Fish and Wildlife Service, 4301 North Fairfax Drive, MS 7029-43, Attn: ASAP Enrollment, Arlington, VA, 22203



## **Appendix A: The Automated Standard Application for Payment (ASAP) Recipient Enrollment Process**

1. After receipt of the ASAP.Gov Participation Request, FWS will initiate the enrollment process for the financial assistance award Recipient Organization (RO).
2. ASAP creates the RO and assigns the RO's Point of Contact (POC) an ASAP User ID.
  - a. ASAP notifies the POC via email of enrollment in ASAP.
  - b. ASAP provides the ASAP User ID to the POC via email.
  - c. ASAP sends a temporary password via postal mail within four to seven days. Once the POC receives a User ID he / she may call to receive the temporary password rather than waiting for the password to arrive via postal mail.
3. The POC logs into ASAP with the User ID and temporary password. The POC has 45 days to sign in to ASAP and complete the following tasks. If this is not completed within 45 days the RO enrollment information will be deleted.
  - a. The POC enters the security question and answer, and changes the temporary password.
  - b. The POC verifies the Data Universal Numbering System (DUNS) / Taxpayer Identification Number (TIN) and Recipient Organization information that was initially entered by FWS.
  - c. The user accepts or declines the role of POC for the RO.
    - i. If the user declines the role of POC, ASAP will notify the FWS and the FWS will need to define a new POC to re-initiate the enrollment process.
    - ii. If the user accepts the role of POC, he / she defines the RO's officials. ASAP requires the POC to define the following three officials to complete the enrollment process:
      1. Head of Organization (HOO) – approves RO Officials
      2. Authorizing Official (AO) – verifies RO data, identifies and maintains RO users and roles
      3. Financial Official (FO) – enters and maintains RO bank information
    - iii. The RO must maintain these roles at all times by logging into ASAP every 90 days.
  - d. The POC's tasks for initial enrollment are complete when the HOO, AO and FO have been defined.



- e. One person may be assigned all ASAP roles. However, the person will have to log out and log back in to ASAP to complete the enrollment process for each role.
4. ASAP assigns the RO's Head of Organization (HOO) an ASAP User ID and notifies the user that access has been granted.
  - a. ASAP provides the HOO with a User ID via email the day after the POC completes the initial enrollment and sends a temporary password via postal mail.
  - b. ASAP sends a temporary password via postal mail within four to seven days. Once the HOO receives a User ID he / she may call to receive the temporary password rather than waiting for the password to arrive via postal mail.
5. The HOO logs into ASAP using the User ID and temporary password. The HOO has 45 days to sign in to ASAP and complete the following tasks. If this is not completed within 45 days the RO enrollment information will be deleted.
  - a. The HOO enters the security question and the answer, and changes the temporary password.
  - b. The HOO approves the POC, the FO, the AO, and the Re-delegated Head of Organization (RHOO).
  - c. Only the Head of Organization can approve an RHOO. The RHOO, acting on behalf of the Head of Organization, can only approve the POC, the FO, and the AO.
  - d. Once the HOO approves the AO and FO, ASAP notifies the AO, the FO, and any other defined official, that they have been granted access. ASAP provides the defined officers with their User IDs via email and temporary passwords via postal mail. This process begins the day after the HOO approves the defined officers' access. It may take from four to seven days to receive the temporary password via postal mail. The AO and FO may call to receive the temporary password rather than waiting for the password to arrive via postal mail.
6. The AO logs into ASAP with the User ID and temporary password. The AO has 45 days to sign in to ASAP and complete the following tasks. If this is not completed within 45 days the RO enrollment information will be deleted.
  - a. The AO enters the security question and answer, and changes the temporary password.
  - b. The AO then approves the RO profile information and defines users that will serve as payment requesters and inquirers.
7. ASAP notifies the Payment Requestor and the Inquirer that they have been granted access to ASAP the day after the AO initially logs into ASAP. ASAP will then send User IDs via email and temporary passwords via postal mail to the Payment Requestor and the Inquirer.



8. The FO logs into ASAP with the User ID and temporary password. The FO has 45 days to sign in to ASAP and complete the following tasks. If this is not completed within 45 days the RO enrollment information will be deleted.
  - a. The FO enters the security question and answer, and changes the temporary password.
  - b. The FO defines and maintains the banking data for the RO.
    - i. If an Automated Clearing House (ACH) account is defined, the account will not become active for seven business days.
    - ii. If a FEDWIRE account is defined, the account will not become active for three business days.
  - c. Once the FO receives confirmation that the banking data is defined, the account active date will display.
9. ASAP activates the RO enrollment and changes the profile to "Active." The RO enrollment is complete.
  - a. ASAP will notify the FWS the next business day that the RO enrollment is complete.
  - b. The FWS will then be able to authorize funds to your account for financial assistance awards.
10. Online training is available for the RO upon enrollment in ASAP. Recipients will use ASAP to drawdown or request payments for financial assistance awards.

**Note: If users do not receive their temporary password in the mail within four to seven days or do not want to wait until receipt of the temporary password, contact the Federal Reserve Bank of Richmond at (804) 697-8384.**